



# Regional Information Session: FY2006 Grant Guidance for Brownfields Assessment, Cleanup, and Revolving Loan Fund Program Proposals

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Presented by:  
US EPA New England Brownfields Section

Providence, RI – October 26, 2005  
Manchester, NH – October 27, 2005

# Purpose of the Session

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- Provide an overview of the new Brownfields Grant Guidelines for FY2006.
- Review the application process and requirements.
- Provide an opportunity for Q&A.
- Will not cover Job Training Guidelines.
- Will not cover the Targeted Brownfields Assessment Program.



# Agenda

- 8:30 Introduction
- 8:45 Application Process
- 9:00 Threshold Criteria
- 10:15 BREAK
- 10:30 Ranking Criteria (Concurrent Sessions)
  - Assessment Grants
  - Cleanup & RLF Grants
- 12:00 Sustainable Reuse Seminar

# Brownfields Appropriations

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- Pre-legislation (before January 11, 2002):
  - ▶ The National Brownfields Budget was \$100 M
- Post-legislation:
  - ▶ Act authorized \$250 M
    - ✓ Up to \$50 M for states.
    - ✓ Up to \$50 M or 25% for petroleum.
- FY2005 – Final appropriation budget was \$163.6 M
- FY2006 – Approximately \$165 M

# FY2005 Grant Program

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- EPA received 599 proposals last year.
- Nation-wide – 302 Grants Funded (\$75.9 M)
  - ▶ 172 Assessment Grants
  - ▶ 106 Cleanup Grants
  - ▶ 13 RLF Grants
  - ▶ 11 Job Training Grants
- New England – 54 Grants Funded (\$11.6 M)
  - ▶ 25 Assessment Grants
  - ▶ 26 Cleanup Grants
  - ▶ 2 RLF Grants
  - ▶ 1 Job Training Grant



# FY2005 Funding to EPA New England

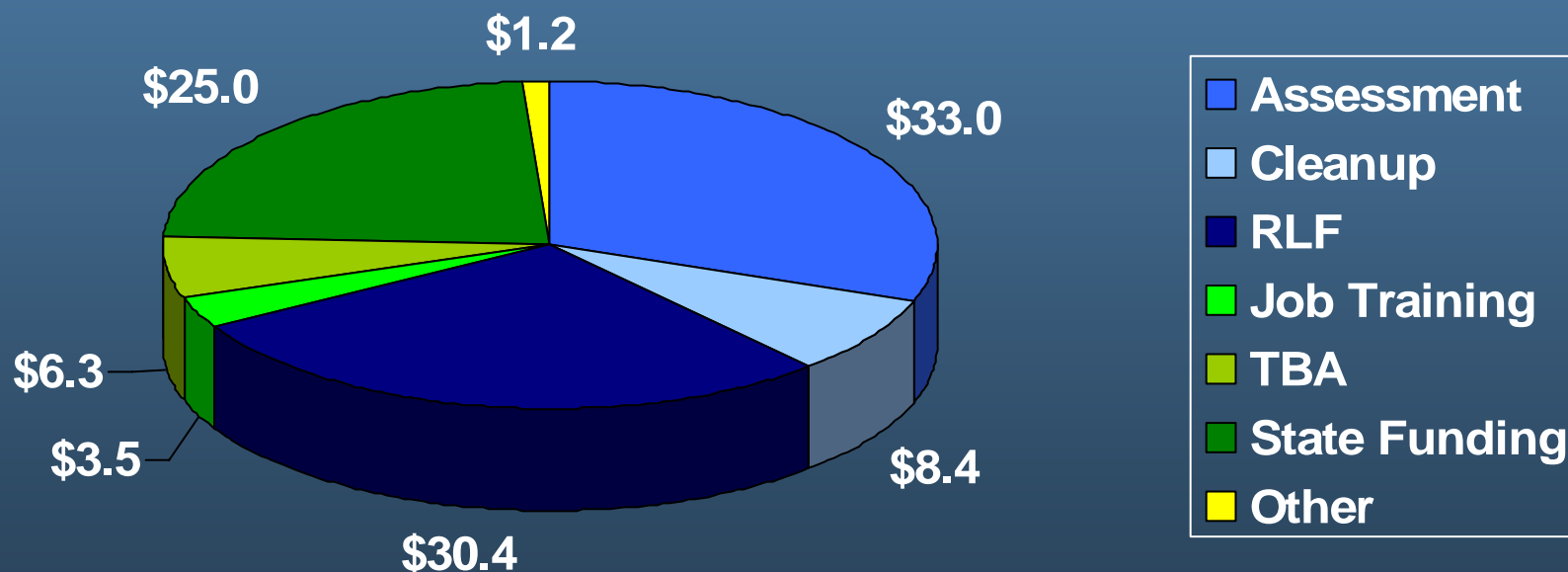
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- Total FY2005 Funding - \$18.0 M
  - ▶ Assessment - \$5.0 M
  - ▶ Cleanup - \$4.6 M
  - ▶ RLF - \$2.7 M
  - ▶ Job Training - \$198 K
  - ▶ TBA - \$700 K
  - ▶ State Funding - \$5.8 M



# Cumulative Brownfields Funding to New England States

From 1994 - Present (in Millions)



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# Application Process

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- Proposals Due  
**December 14, 2005**
- Award Announcement  
**Spring 2006**



- All Grants
  - ▶ Ranking Criteria for Sustainable Reuse has been revised.
  - ▶ Each Ranking sub-criteria will have equal value except for Programmatic Capability.
  - ▶ Site eligibility date – change in policy.
  - ▶ Electronic submission of proposals – see information in Appendix 5 of the Guidelines.

- Assessment & Cleanup Grants
  - ▶ Project period is now **3 YEARS.**
- Cleanup Grants
  - ▶ Must have a Phase II completed (or in process).
  - ▶ Must own property by **June 30, 2006.**
- RLF Grants
  - ▶ No site-specific proposals.
  - ▶ New Threshold Criteria – Description of Jurisdiction.

# Brownfields Definition

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*“...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.”*

# Hazardous Substances, Pollutants, and Contaminants

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- Hazardous Substances
- Petroleum Contamination
- Asbestos & Lead Paint
- Controlled Substances
- Mine-Scarred Lands
- Other environmental contaminants





# Assessment Grants

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- \$200K hazardous substance (including asbestos, lead paint, other environmental hazards).
- \$200K petroleum-only contamination.
- Must apply separately for hazardous substances and petroleum.
- Apply community wide.
- Waiver available up to \$350K for site specific proposal.
- Period of performance is now **3 YEARS.**

# Assessment Grants

## Success Story – New Bedford, MA

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- Sid Wainer & Sons Greenhouses
- Grantee – City of New Bedford, MA
- Former Alden Corrugated manufacturing facility – Phase I & II completed with EPA TBA & Assessment Grants.
- 3,000 SF greenhouses to experiment with specialty vegetables & herbs.



# Cleanup Grants

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- Up to \$200K per proposal.
- Hazardous substances and/or petroleum contamination.
- May submit up to 5 proposals (i.e. 5 separate parcels).
- Non-profits may apply.
- Cost share 20%.
- **MUST OWN PROPERTY by June 30, 2006.**
- Period of Performance is now **3 YEARS.**



# Cleanup Grants Success Story – Taunton, MA

- Robertson On The River Project
- Grantee – Weir Corporation (Non-Profit)
- Former Robertson Mill – cleanup completed utilizing a \$52,000 EPA Cleanup Grant and a \$140,000 RLF Loan & \$148,000 RLF Subgrant from the City of Taunton, MA.
- 64 units of affordable housing & 18,000 SF of commercial space.



# Revolving Loan Fund Grants

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- Up to \$1M per entity.
- Coalitions may apply.
- May give cleanup subgrants from loan fund, up to 40% of grant amount (up to \$200K per subgrant per parcel).
- Hazardous substances, petroleum, & other environmental hazards are eligible.
- Cost share is 20% of total grant amount.
- Period of performance is **5 YEARS.**





# Revolving Loan Fund Grants Success Story – Hartford, CT

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- Main & Pavilion Shopping Center
- Grantee – Connecticut Department of Economic & Community Development
- Loan Recipient – Public Housing Residents Going Places (Non-Profit)
- \$160,000 contaminated soil removal.
- New 10 store shopping center servicing the Clay Arsenal area.
- Leveraged over \$5 M in local, state, federal & private dollars.



# What to Expect From Today's Session

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- All threshold criteria will be discussed.
- All ranking criteria will be discussed.
- Useful application preparation tips will be discussed.
- Speakers will note program-specific idiosyncrasies.



# General Tips for Proposal Preparation

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- Follow directions on pages 15 to 18 of the Guidelines!
- Address all criteria – if it doesn't apply say so and briefly explain why.
- Be kind to your reviewers – minimize the use of acronyms and technical/cultural jargon.
- Use “white space” and obey page limits!
- **Strict 17 single-sided page limit.**
  - ▶ **2 page maximum for Cover Page.**
  - ▶ **15 page maximum for Project Description.**
- Limit number of attachments.

# General Tips for Proposal Preparation

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- Pages in excess of page limits will be removed and not evaluated.
- 1" margins; 12 pt font; no binders; **NO COLOR!**
- No photos - Maps may speak a thousand words; but they must copy well in B&W and on letter size paper.
- If applying for more than one grant program, must submit separate proposals with separate cover letters.
- Electronic submission of proposals is allowed (See Appendix 5).

# After Proposal Submission

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- Threshold Criteria is evaluated by the Region.
- National panels will convene and rank proposals.
- HQ makes final determinations.
- Spring 2006 award announcement.





# Other EPA Brownfields Programs

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- Brownfields Job Training Grant Program
  - ▶ Chris Lombard 617-918-1305 or [lombard.chris@epa.gov](mailto:lombard.chris@epa.gov)
- Targeted Brownfields Assessment Program
  - ▶ Jim Byrne 617-918-1389 or [byrne.james@epa.gov](mailto:byrne.james@epa.gov)

# Agenda

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# Threshold Criteria

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- Applicant Eligibility
- Description of Jurisdiction (RLF Only)
- Community Notification
- Letter from the State or Tribal Environmental Authority
- Site Eligibility and Property Ownership Eligibility (Site-Specific Assessment & Cleanup Only)
- Cleanup Authority and Oversight Structure (RLF & Cleanup Only)
- Cost Share (RLF & Cleanup Only)
- Legal Authority to Manage a Revolving Loan Fund (RLF Only)
- **YOU MUST PASS THESE CRITERIA TO BE MOVED ON TO THE NATIONAL PANEL!**

# Threshold Criteria

## Applicant Eligibility

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- Municipalities
- States
- Quasi-governmental organizations
- Non-profit organizations that own the property (Cleanup Grants only)
- Coalitions may apply (RLF Grants only)



# Threshold Criteria

## Description of Jurisdiction

- RLF-only - For FY2006, RLF grants are community-wide and/or jurisdiction wide.
- This does not preclude you from targeting specific communities or areas within your jurisdiction.
- You must provide a description of the boundaries of your jurisdiction such as:
  - ▶ The city limits of The City of Greenville.
  - ▶ All cities and towns in The State of Maine.
  - ▶ All cities and towns in The Northeast Regional Planning Commission.

# Threshold Criteria

## Community Notification

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- Describe how the targeted community(ies) was/were notified of the preparation and submission of this grant proposal.
- You must clearly demonstrate that you have made copies of this grant proposal available for public review and have provided an opportunity for public comment prior to submitting this proposal.



# Threshold Criteria

## Community Notification

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- Useful Tips
  - ▶ Notification in local newspaper or other widely available/accessible local media asking for public comment.
  - ▶ Hold a public meeting.
  - ▶ Have a draft version of proposal available for review and comment.





# Threshold Criteria

## Letter from the State/Tribal Enviro Authority

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- Provide a letter from the state or tribal environmental authority acknowledging that the applicant plans to conduct or oversee assessment and/or cleanup activities and apply for grant funds.
- If applying for multiple types of grants, you need to receive only one letter acknowledging the relevant grant activities. **HOWEVER** you **MUST** provide the letter as an attachment to **EACH** proposal.
- General letters of correspondence and documents evidencing state involvement are **NOT** acceptable.

# Threshold Criteria

## Site and Property Ownership Eligibility

- The Brownfields Law prohibits EPA from providing grant funds to an entity that is considered potentially liable under CERCLA Section 107.
- CERCLA Section 107 contains very broad liability provisions.
- Liability for site owners is highly dependent on **HOW** and **WHEN** the site was acquired.
- Therefore, site eligibility is dependent on **HOW** and **WHEN** the site was acquired.
- The site and property ownership eligibility requirements apply across all Brownfields Programs.

# Threshold Criteria

## Site and Property Ownership Eligibility

- Most common acquisition scenarios:
  - ▶ Formal foreclosure process
  - ▶ Purchase
  - ▶ Donation
  - ▶ Eminent domain taking



# Threshold Criteria

## Site and Property Ownership Eligibility

- Sites always **INELIGIBLE**
  - ▶ Property on, or proposed for listing on the National Priorities List.
  - ▶ Property subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered unto by parties under CERCLA.
  - ▶ Property subject to the jurisdiction, custody, or control of the US government (Land in trust by the US Government for a Tribe is eligible).

# Threshold Criteria

## Site and Property Ownership Eligibility

- Sites needing a Property-Specific Determination
  - ▶ Property subject to ongoing or planned CERCLA removal actions.
  - ▶ Property/facility issued a permit by the federal or authorized state government under Solid Waste Disposal Act, the Federal Water Pollution Control Act, the Toxic Substances Control Act, or the Safe Drinking Water Act.



# Threshold Criteria

## Site and Property Ownership Eligibility

- Sites needing a Property-Specific Determination
  - ▶ Property/facility subject to RCRA corrective action.
  - ▶ Property/facility submitted a RCRA closure notification (subtitle C of RCRA) or is subject to closure requirements specified in a closure plan or permit.
  - ▶ Property/facility had a PCB release subject to remediation under TSCA.
  - ▶ Property or facility received funding from the LUST trust fund.
  - ▶ See Appendix 4 for further information.

# Threshold Criteria

## Site and Property Ownership Eligibility

- Petroleum Site Determinations
  - ▶ Applicants with petroleum sites must provide the answers to the petroleum threshold questions to the state contacts in sufficient time for the state to make an eligibility determination.
  - ▶ The state will determine whether the site is of low risk, whether there is a viable responsible party and if there is a corrective action order under RCRA.
  - ▶ See contact list for the name of the person in the state to call about your petroleum site.



# Threshold Criteria

## Cleanup Authority and Oversight Structure

- Cleanup and RLF – Describe how you will oversee the cleanup at the site. Indicate you will enroll in a state or tribal voluntary response program.
- Cleanup-only – Provide your plan to obtain access to adjacent or neighboring properties, if necessary.
- RLF-only – Provide legal opinion stating your authority to access and secure sites in the event of an emergency or loan default. **Provide the opinion as an attachment.**

# Threshold Criteria

## Cleanup Authority and Oversight Structure

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- Useful Tips

- ▶ In Region 1 – All sites undergoing cleanup **MUST** enter applicable state response program.
- ▶ For sites in MA & CT – Don't assume readers understand how a “privatized” program works - provide a brief description.
- ▶ For RLF & Cleanup – Be sure to answer “ability to gain access to adjacent properties” question.
- ▶ For RLF – Emergency access may rely on public safety authorities or loan terms.

# Threshold Criteria

## Cost Share

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- Cleanup & RLF – Grant recipients are required to provide a 20% cost share. This cost share is calculated as 20% of the total federal funds awarded. The cost share may be in the form of a contribution of money, labor, material, or services from a non-federal source.
  - ▶ If contribution is labor, material, or other services, it must be incurred for an eligible and allowable expense under the grant.
  - ▶ Applicants may petition for a hardship waiver.
  - ▶ See Appendix 2 for discussion of prohibited costs.

# Threshold Criteria

## Cost Share

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- Useful Tips
  - ▶ 20% cost share required for RLF and Cleanup Grants.
  - ▶ Clearly identify the source of funds. If the source is questionable, provide alternate sources.
  - ▶ HUD funds can be used as a match.
  - ▶ May apply for a waiver – **BUT** only granted in limited circumstances.
  - ▶ Cost share requirement can only be met with eligible activities under the grant.
  - ▶ RLF-only – Cost share is the responsibility of the grantee but may be passed on to borrowers and subgrantees.

# Threshold Criteria

## Legal Authority to Manage a RLF

- Provide an opinion from your legal counsel that demonstrates your legal authority to perform the actions necessary to manage a revolving loan fund.  
**Provide the opinion as an attachment.**
- Legal authority must include the ability to hold funds, make loans, enter into legally binding loan agreements, and collect repayments.

# Threshold Criteria

## Legal Authority to Manage a RLF

- Useful Tips
  - ▶ This criteria only applies to RLF applicants.
  - ▶ Counsel's legal opinion **MUST** be attached to the application.
  - ▶ This authority may be based on statute, regulation, or other authority.



# Threshold Criteria

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**QUESTIONS?**







# Assessment Grant Program Ranking Criteria

Diane Kelley

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# Ranking Criteria - Assessment

## 109 Points

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- A – Budget (10 Points)
- B – Community Need (15 Points)
- C – Site Selection Process (6 Points)
- D – Sustainable Reuse of Brownfields (12 Points)
- E – Creation and/or Preservation of Greenspace/Open Space (5 Points)
- F – Community Involvement (16 Points)
- G – Reduction of Threats to Human Health and the Environment (20 Points)
- H – Leveraging of Additional Resources (10 Points)
- I – Programmatic Capability (15 Points)

# Ranking Criteria - Assessment

## A – Budget **(10 Points)**

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- Useful Tips
  - ▶ Include a short introduction right before the budget chart outlining how you intend to spend the funding.
  - ▶ After the budget chart, explain each of your tasks clearly and completely. Utilize clear and precise task descriptions. Don't use acronyms like "ESA" - spell it all out.
  - ▶ Never use the word "administrative" to describe a task. Use "program development" or something similar.
  - ▶ **Make sure your budget adds up!**

# Ranking Criteria - Assessment

## A – Budget **(10 Points)**

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- Useful Tips
  - ▶ Include travel funds to attend annual Brownfields conferences.
  - ▶ You may utilize up to 10% of the grant for the following tasks:
    - ✓ Monitoring the health of populations;
    - ✓ Monitoring and enforcement of any institutional controls;
    - ✓ Other related program development and implementation activities.
    - ✓ Note: These must be part of a separate task in your budget.

# Ranking Criteria - Assessment

## **B – Community Need (15 Points)**

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- Question 1 – Useful Tips
  - ▶ This is the section where you need to work to gain the sympathy of the reviewer due to the difficult conditions (environmental, social, economic, etc.) in your community(ies).
  - ▶ This criteria asks for demographics. Put them in. Be sure to identify the source for your information.
  - ▶ Use all the statistics you have.
  - ▶ Do not assume that “everyone” knows about the factory that closed down and put everyone out of work. Tell the story.

# Ranking Criteria - Assessment

## B – Community Need (15 Points)

- Question 1 – Useful Tips
  - ▶ Be careful about any disconnect between your statistics and the focus area of your project. If your statistics were for the entire community, and your projects are in your most well-to-do area, the reviewers will pick up on this discrepancy very quickly.



# Ranking Criteria - Assessment

## B – Community Need (15 Points)

- Question 2 – Useful Tips
  - ▶ It is most likely that your proposal will be community-wide. Be clear who is the targeted community. Are you considering a focus on one particular area or neighborhood?
  - ▶ Be clear about benefits. Discuss the environmental, social and economic benefits that the community will enjoy if the brownfields sites are redeveloped. Be as specific as you can be here.





# Ranking Criteria - Assessment

## **B – Community Need (15 Points)**

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- Question 3 – Useful Tips
  - ▶ This question looks for the impact of brownfields on your community by looking at size, number and location of sites. If you don't know, call your state brownfields coordinator and get their list of spill sites for your town/area. Start there.
  - ▶ Avoid a response that indicates that you just don't know.
  - ▶ This is another section where time is well spent describing the negative impacts that contaminated properties have had in your neighborhood(s).

# Ranking Criteria - Assessment

## **C – Site Selection Process (6 Points)**

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- Useful Tips
  - ▶ In describing your site selection process, remember that reviewers are looking for community input into the site selection process.
  - ▶ Proposals need to identify what specific site selection criteria your community will be utilizing (developer interest, community need, location, etc.).
  - ▶ Make sure you respond to the access issue. Don't overlook this or you will lose points.

# Ranking Criteria - Assessment

## D - Sustainable Reuse **(12 Points)**

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- Useful Tips
  - ▶ This criteria has been revised from last year's guidelines, so if you are reapplying, be aware that this section will need to be redone.
  - ▶ Try to make the connection between your master plans, development plans and other planning tools that you may have in place and each of the six goals – each one is worth 2 points.
  - ▶ Respond to each of the sub-criteria. Last year many applicants simply did not respond to “prevention of future brownfields” and points were lost.

# Ranking Criteria - Assessment

## D - Sustainable Reuse **(12 Points)**

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- Useful Tips
  - ▶ Regional planning commissions - make an effort to tie back to local planning and zoning documents, local master plans.
  - ▶ See handout sheet on valuable web sites.
  - ▶ Attend optional Sustainable Reuse session at end of morning.



# Ranking Criteria - Assessment

## E – Greenspace/Non-Profit (5 Points)

- Useful Tips
  - ▶ This criteria contains an emphasis on long-term care and preservation.
  - ▶ Since your proposal will most likely be community-wide, incorporate this criteria as a factor in your site selection process. **Be sure you've made greenspace creation/preservation a site selection criteria.**
  - ▶ By default, if you're redeveloping brownfields, you're likely preserving greenspace. However, a patch of green in a parking lot or a lawn will not get you points.

# Ranking Criteria - Assessment

## E – Greenspace/Non-Profit (5 Points)

- Useful Tips
  - ▶ Be specific about any planning documents or regulations that will guide your community in preserving greenspace.
  - ▶ Consult with your parks department about long-term care and management of greenspace.
  - ▶ Non-profit uses are important here, too (YMCA, schools, faith-based uses, etc.).



# Ranking Criteria - Assessment

## F – Community Involvement **(16 Points)**

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- Useful Tips

- ▶ Community notification vs. community engagement: Discuss not only how you will inform the community, but also how you will involve them in the decision-making process.
- ▶ Partnerships may be formal or informal. Include as many as possible.
- ▶ Specific plans for communicating progress include use of fact sheets, meetings, newspapers, websites, local access channels, radio, etc.

# Ranking Criteria - Assessment

## F – Community Involvement **(16 Points)**

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- Useful Tips
  - ▶ Do not underestimate the importance of providing a list of community-based organizations (Question 4). Take the time to list the contact person, phone number and description of the organization. **Don't lose points here!**
  - ▶ Think about faith-based groups, environmental groups, civic organizations, business groups, non-profit economic development corporations, etc.



# Ranking Criteria - Assessment

## F – Community Involvement **(16 Points)**

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- Useful Tips

- ▶ Make sure that your community partners have been given a chance to review the draft proposal and have input on your written proposal
- ▶ **EPA will check all references.**
- ▶ Begin designing and implementing a strategy to meet this criteria **NOW.**



# Ranking Criteria - Assessment

## G – Reduction of Threats (20 Points)

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- Question 1 – Useful Tips
  - ▶ For community-wide proposals, discuss your intention to use funds to identify sites and possible environmental and health risks.
  - ▶ If possible, mention specific contaminants that concern your community.
  - ▶ If the proposal is for petroleum funding, mention petroleum as the contaminant of concern!
  - ▶ Be careful about the disconnect between risk and your sites. Don't talk about general risks for the whole community if you have a focused target area.

# Ranking Criteria - Assessment

## G – Reduction of Threats **(20 Points)**

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- Question 2 – Useful Tips
  - ▶ Make sure to utilize resources at the state and local departments of health to gather data.
  - ▶ Discuss **BOTH** state and local department of health involvement in your proposal – **USE POSITIVE VERBS.**
  - ▶ Call your health officials and discuss the proposal **NOW.**



# Ranking Criteria - Assessment

## H – Leveraging **(10 Points)**

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- Question 1 & 2 – Useful Tips
  - ▶ Identify all possible sources of local funding. Be sure to utilize staff time and other in-kind services, particularly if that's all you have.
  - ▶ Describe funding sources **you are pursuing** as well as those that have been committed.
  - ▶ Describe possible state or regional resources. Think about economic redevelopment resources as well as environment cleanup resources. **If you cannot think of any, call your state brownfields coordinator and talk to them.**
  - ▶ Use positive verbs: “we are working”, “we will commit”.

# Ranking Criteria - Assessment

## I – Programmatic Capability **(15 Points)**

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- Question 1 – Useful Tips
  - ▶ Use this criteria to identify key staff who will manage the brownfields work. Describe your procurement process.
  - ▶ **This question is worth 7 points.**
- Question 2 – Useful Tips
  - ▶ Absolutely respond to “adverse audit findings” and “high risk terms and conditions”. Don’t assume that if you say nothing reviewers will know that it means you have no adverse audit findings.
  - ▶ **This question is worth 2 points.**

# Ranking Criteria - Assessment

## I – Programmatic Capability **(15 Points)**

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- Question 3 - 5 – Useful Tips
  - ▶ First of all, if you are a recipient of our funds, be sure to answer these questions. Number them separately.
  - ▶ When it asks you to “highlight significant accomplishments”, don’t assume that the reviewer knows this information. National review panels don’t know you. **Write it up.**
  - ▶ If you do not have experience with EPA Brownfields Grants, you will receive a nominal score.
  - ▶ **These questions are 2 points each.**

# What To Do Now?

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- Draft your proposal!
- Contact us with eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your proposal!
- **Contact State if applying for petroleum!**
- Set up public meeting!
- Put notice in paper!
- Get State acknowledgement letter!



## Information in Folder

State Program Contacts

EPA Region 1 Brownfields Team Contacts

Sustainable Reuse Web Sites & Contacts

## Information On-line

[www.epa.gov/region1/brownfields](http://www.epa.gov/region1/brownfields)

Send us an email from the website and be put on our  
“What’s New” notification list.



# Questions & Answers

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# Good Luck!





# Cleanup Grant Program Ranking Criteria

Jim Byrne

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# Ranking Criteria

## Cleanup vs Revolving Loan Fund

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- Most Criteria for Cleanup & RLF are the same:
  - ▶ Community Need
  - ▶ Sustainable Reuse
  - ▶ Greenspace/Non-Profit
  - ▶ Community Involvement
  - ▶ Reduction of Threats
  - ▶ Programmatic Capability
- RLF applicants need to follow along now. Only the RLF specific criteria will be covered later.

# Ranking Criteria - Cleanup

## 104 Points

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- A – Budget (10 Points)
- B – Community Need (15 Points)
- C – Sustainable Reuse of Brownfields (12 Points)
- D – Creation and/or Preservation of Greenspace/Open Space (5 Points)
- E – Community Involvement (16 Points)
- F – Reduction of Threats to Human Health and the Environment (21 Points)
- G – Leveraging of Additional Resources (10 Points)
- H – Programmatic Capability (15 Points)

# Ranking Criteria - Cleanup

## A – Budget **(10 Points)**

---

- Useful Tips

- ▶ Include a short introduction right before the budget chart outlining how you intend to spend the funding.
- ▶ After the budget chart, explain each of your tasks clearly and completely. Utilize clear and precise task descriptions. Don't use acronyms like "ESA" - spell it all out.
- ▶ When you describe the tasks, be sure to include a description of the cost share activities.
- ▶ Never use the word "administrative" to describe a task. Use "program development" or something similar.
- ▶ **Make sure your budget adds up.**



# Ranking Criteria - Cleanup

## A – Budget **(10 Points)**

---

- Useful Tips
  - ▶ Include travel funds to attend annual Brownfields conferences.
  - ▶ Local governments may utilize up to 10% of the grant for the following tasks:
    - ✓ Monitoring the health of populations;
    - ✓ Monitoring and enforcement of any institutional controls;
    - ✓ Other related program development and implementation activities.
    - ✓ Note: These must be part of a separate task in your budget

# Ranking Criteria - Cleanup

## A – Budget **(10 Points)**

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- Useful Tips
  - ▶ For each property, determine whether you need hazardous substances funding or petroleum funding or both for the cleanup activities. If both, submit two separate budgets.
  - ▶ Only show EPA cleanup funds in budget table.  
**Don't show entire project cost.**
  - ▶ You must show the 20% cost share in the budget at the bottom of the chart(s). **Follow the sample budget format in the guidelines.**
  - ▶ Don't show more than 20% for the cost share.



# Ranking Criteria - Cleanup

## A – Budget (10 Points)

### Sample Cleanup Budget

Budget Categories	Project Tasks				
(programmatic costs only)	Community Involvement	Cleanup Planning	Site Cleanup	Project Management	Total
Personnel	\$2,000	\$2,000		\$4,000	\$8,000
Fringe Benefits	\$500	\$500		\$1,000	\$2,000
Travel <sup>1</sup>				\$2,000	\$2,000
Equipment <sup>2</sup>					
Supplies	\$500			\$500	\$1,000
Contractual <sup>3</sup>	\$5,000	\$6,000	\$171,000	\$5,000	\$187,000
Other (specify)_____					
<b>Total</b>	\$8,000	\$8,500	\$171,000	\$12,500	\$200,000
<b>Cost Share</b>	\$5,000		\$20,000	\$5,000	\$40,000

<sup>1</sup> Travel to brownfield-related training conferences is an acceptable use of these grant funds.  
<sup>2</sup> EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies.  
<sup>3</sup> Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.

# Ranking Criteria - Cleanup

## **B – Community Need (15 Points)**

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- Question 1 – Useful Tips
  - ▶ This is the section where you need to work to gain the sympathy of the reviewer due to the difficult conditions (environmental, social, economic, etc.) in your community.
  - ▶ This criteria asks for demographics. Put them in. Be sure to identify the source for your information
  - ▶ Use all the statistics you have.
  - ▶ Be careful about any disconnect between your statistics and the area of your project. If your statistics were for the entire community, and your project is in your most well-to-do area, the reviewers will pick up on this discrepancy very quickly.

# Ranking Criteria - Cleanup

## B – Community Need (15 Points)

- Question 2 – Useful Tips
  - ▶ What are “benefits”? They can be economic as well as environmental or social. Examples are improvements to standard of living, reconnecting a disconnected neighborhood, or solving a lingering problem such as a lack of recreational facilities. Explore the wide range of possible benefits your community will receive from this effort.



# Ranking Criteria - Cleanup

## **B – Community Need (15 Points)**

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- Question 3 – Useful Tips
  - ▶ This question looks for the impact of brownfields on your community by looking at size, number and location of sites. If you don't know, call your state brownfields coordinator and get their list of spill sites for your town/area. Start there.
  - ▶ Avoid a response that indicates that you just don't know.
  - ▶ This is another section where time is well spent describing the negative impacts that contaminated properties have had in your neighborhood(s).

# Ranking Criteria - Cleanup

## **C - Sustainable Reuse (12 Points)**

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- Useful Tips
  - ▶ This criteria has been revised from last year's guidelines, so if you are reapplying, be aware that this section will need to be redone.
  - ▶ Try to make the connection between your master plans, development plans and other planning tools that you may have in place and each of the six goals – each one is worth 2 points.
  - ▶ Respond to each of the sub-criteria. Last year many applicants simply did not respond to “prevention of future brownfields” and points were lost.

- ▶ Explain any and all programs within your community that demonstrate your commitment to sustainable reuse.
- ▶ See handout sheet on valuable web sites.
- ▶ Attend optional Sustainable Reuse session at end of morning.



# Ranking Criteria - Cleanup

## D – Greenspace/Non-Profit (5 Points)

- Useful Tips

- ▶ By default, if you're redeveloping brownfields, you're likely preserving greenspace. However, a patch of green in a parking lot or a lawn will not get you points.
- ▶ If you are preserving greenspace be specific. Tell us about your planning documents and/or regulations.
- ▶ Make sure you work with your parks and recreation departments regarding agreements for long term care and management.
- ▶ Non-profit uses are important here, too (YMCA, schools, faith-based uses, etc.).

# Ranking Criteria - Cleanup

## **E – Community Involvement (16 Points)**

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- Useful Tips
  - ▶ Community notification vs. community engagement: Discuss not only how you will inform the community, but also how you will involve them in the decision-making process.
  - ▶ List all of the organizations that you are working with
  - ▶ Specific plans for communicating progress include use of fact sheets, meetings, newspapers, websites, local access channels, radio, etc.



# Ranking Criteria - Cleanup

## E – Community Involvement **(16 Points)**

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- Useful Tips
  - ▶ Do not underestimate the importance of providing a list of community-based organizations (Question 4). Take the time to list the contact person, phone number and description of the organization. **Don't lose points here!**
  - ▶ List can include 'community-based organizations' (i.e., faith based groups, environmental groups, civic organizations, business groups).

# Ranking Criteria - Cleanup

## **E – Community Involvement (16 Points)**

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- Useful Tips

- ▶ Make sure that your community partners have been given a chance to review the draft proposal and have input on your written proposal.
- ▶ **EPA will check all references.**
- ▶ Begin designing and implementing a strategy to meet this criteria **NOW.**



# Ranking Criteria - Cleanup

## **F – Reduction of Threats (21 Points)**

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- Question 1 – Useful Tips

- ▶ Critical points to be addressed:

- ✓ Media contaminated (soil, groundwater, air)
- ✓ Population exposed (children, elderly, pregnant women)
- ✓ Exposure routes (inhalation, dermal contact, ingestion)
- ✓ Types of contaminants (metals, VOCs, PCBs)
- ✓ Impacts of these contaminants (cancer, asthma and birth defects)

# Ranking Criteria - Cleanup

## F – Reduction of Threats **(21 Points)**

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- Question 2 – Useful Tips
  - ▶ Make sure you discuss **BOTH** state and local Department of Health involvement – use positive verbs, e.g. “they are involved in our project.”
  - ▶ Make sure you know your State VCP and include a brief description of it here.
  - ▶ Contact your state brownfields coordinator for more information.



# Ranking Criteria - Cleanup

## F – Reduction of Threats (21 Points)

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- Question 3 – Useful Tips
  - ▶ Describe how your cleanup plan will address these risks - be specific.
    - ✓ I.e. soil will be excavated in a controlled fashion which will eliminate the threat)
    - ✓ Provide volumes or areas if known
  - ▶ Identify the cleanup costs and make sure you have a plan to complete the cleanup.

# Ranking Criteria - Cleanup

## G – Leveraging (10 Points)

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- Question 1 & 2 – Useful Tips
  - ▶ Identify all possible sources of local funding. Be sure to utilize staff time and other in-kind services, particularly if that's all you have.
  - ▶ Describe funding sources **you are pursuing** as well as those that have been committed.
  - ▶ Describe possible state or regional resources. Think about economic redevelopment resources as well as environment cleanup resources. If you cannot think of any, call your state brownfields coordinator and talk to them.
  - ▶ Use positive verbs: “we are working”, “we will commit”.

# Ranking Criteria - Cleanup

## H – Programmatic Capability **(15 Points)**

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- Question 1 – Useful Tips
  - ▶ Use this criteria to identify key staff who will manage the brownfields work. Describe your procurement process.
  - ▶ **This question is worth 7 points.**
- Question 2 – Useful Tips
  - ▶ Absolutely respond to “adverse audit findings” and “high risk terms and conditions”. Don’t assume that if you say nothing reviewers will know that it means you have no adverse audit findings.
  - ▶ **This question is worth 2 points.**

# Ranking Criteria - Cleanup

## H – Programmatic Capability (15 Points)

- Question 3 - 5 – Useful Tips
  - ▶ First of all, if you are a recipient of our funds, be sure to answer these questions. Number them separately.
  - ▶ When it asks you to “highlight significant accomplishments”, don’t assume that the reviewer knows this information. National review panels don’t know you. **Write it up.**
  - ▶ If you do not have experience with EPA Brownfields Grants, you will receive a nominal score.
  - ▶ **These questions are 2 points each.**



# What To Do Now?

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- Draft your proposal!
- Contact us with eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your proposal!
- **Contact State if applying for petroleum!**
- Set up public meeting!
- Put notice in paper!
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# Questions & Answers

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# Good Luck!





# Revolving Loan Fund Grant Program Ranking Criteria

Joe Ferrari

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# Ranking Criteria Cleanup vs Revolving Loan Fund

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- Most Criteria for Cleanup & RLF are the same:
  - ▶ Community Need
  - ▶ Sustainable Reuse
  - ▶ Greenspace/Non-Profit
  - ▶ Community Involvement
  - ▶ Reduction of Threats
  - ▶ Programmatic Capability
- Only the RLF specific criteria will be covered now.



# Ranking Criteria - RLF

## 130 Points

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- A – Budget (10 Points)
- B – Community Need (15 Points)
- C – Business Plan for RLF Program (24 Points)
- D – Sustainable Reuse of Brownfields (12 Points)
- E – Creation and/or Preservation of Greenspace/Open Space (5 Points)
- F – Community Involvement (16 Points)
- G – Reduction of Threats to Human Health and the Environment (21 Points)
- H – Leveraging of Additional Resources (12 Points)
- I – Programmatic Capability (15 Points)

# Ranking Criteria - RLF

## A – Budget **(10 Points)**

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- Useful Tips
  - ▶ The RLF funding can be utilized for both loans and subgrants. Loans must constitute at least 60% of your budget. Applicant must submit two separate budgets showing loan pool budget tasks and subgrant pool budget tasks.
  - ▶ If you are applying for both hazardous substances and petroleum RLF funding, this would require **FOUR** budgets.
  - ▶ Don't put all the “programmatic” costs under the loan budget. Show it under the subgrant budget as well.
  - ▶ **Make sure your budget adds up!**



# Ranking Criteria - RLF

## A – Budget **(10 Points)**

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- Useful Tips

- ▶ After the budget chart, explain each of your tasks clearly and completely. Utilize clear and precise task descriptions. Don't use acronyms like "ESA" - spell it all out.
- ▶ You must show the 20% cost share in the budget at the bottom of the chart(s). You can either show it as a lump sum in one task or spread the cost share over the range of tasks that you have identified.  
**Follow the sample budget format in the guidelines.**
- ▶ When you describe the tasks, be sure to include a description of the cost share activities.

# Ranking Criteria - RLF

## A – Budget **(10 Points)**

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- Useful Tips
  - ▶ Include travel funds to attend annual Brownfields conferences.
  - ▶ You may utilize up to 10% of the grant for the following tasks:
    - ✓ Monitoring the health of populations;
    - ✓ Monitoring and enforcement of any institutional controls;
    - ✓ Other related program development and implementation activities.
    - ✓ Note: These must be part of a separate task in your budget.

# Ranking Criteria - RLF

## A – Budget (10 Points)

### Sample RLF Budget

Budget Categories	Project Tasks for Loans (at least 60 percent of amount requested)				
	Community Involvement	Marketing RLF	Operating RLF	Site Cleanup	Total
(programmatic costs only)					
Personnel	\$5,000	\$5,000	\$10,000	\$10,000	\$30,000
Fringe Benefits	\$500	\$500	\$1,000	\$1,000	\$3,000
Travel <sup>1</sup>			\$2,000		\$2,000
Equipment <sup>2</sup>					
Supplies		\$2,500	\$2,500		\$5,000
Contractual <sup>3</sup>	\$5,000		\$5,000	\$10,000	\$20,000
Loans				\$540,000	\$540,000
Other (specify) _____					
<b>Subtotal:</b>	\$10,500	\$8,000	\$20,500	\$561,000	\$600,000

# Ranking Criteria - RLF

## A – Budget (10 Points)

Budget Categories	Project Tasks for Subgrants (no more than 40 percent of amount requested)				
(programmatic costs only)	Community Involvement	Marketing RLF	Operating RLF	Site Cleanup	Total
Personnel	\$2,500	\$2,500	\$5,000	\$5,000	\$15,000
Fringe Benefits	\$250	\$250	\$500	\$500	\$1,500
Travel <sup>1</sup>			\$1,000		\$1,000
Equipment <sup>2</sup>					
Supplies		\$1,250	\$1,250		\$2,500
Contractual <sup>3</sup>	\$2,500		\$2,500	\$5,000	\$10,000
Subgrants				\$370,000	\$370,000
Other (specify) _____					
<b>Subtotal:</b>	\$5,250	\$4,000	\$10,250	\$380,500	\$400,000
<b>Total</b>	\$15,750	\$12,000	\$30,750	\$941,500	\$1,000,000
<b>Cost Share</b>	\$20,000	\$10,000	\$20,000	\$150,000	\$1,200,00

# Ranking Criteria - RLF

## **C – Business Plan (24 Points)**

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- Question 1 – Useful Tips
  - ▶ Explain how your RLF program will be organized.
  - ▶ Provide examples of potential projects, loan structures, rates, repayment term options, etc.
  - ▶ Include a 5 - 10 year loan subgrant timeline.
  - ▶ Describe other programs and incentives you have to compliment your RLF program such as TIF, EZ/EC benefits, tax credits, etc.
  - ▶ Show how your RLF program will provide long-term availability of loan/subgrant funds.

# Ranking Criteria - RLF

## C – Business Plan (24 Points)

- Question 1 – Useful Tips
  - ▶ If you plan to offer subgrants, tying them to a loan helps to preserve the loan pool.
  - ▶ Demonstrate that you will be ready to open your doors for business within a few months of receiving the grant.



# Ranking Criteria - RLF

## **C – Business Plan (24 Points)**

---

- Question 2 – Useful Tips
  - ▶ Describe your target market and discuss any marketing you have already accomplished.
  - ▶ Discuss properties or areas you are targeting or intend to target.
  - ▶ Identify the range of potential customers (e.g., muni, non-profit, for-profit) and discuss their different needs. How will you market your program to these groups differently?
  - ▶ Explain sources of your information - Brownfield inventories, state lists, redevelopment areas, etc.

# Ranking Criteria - RLF

## **C – Business Plan (24 Points)**

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- Question 3 – Useful Tips
  - ▶ In describing your site and borrower/subgrant recipient selection process, remember that reviewers are looking for community input into the selection process.
  - ▶ Proposals need to identify what specific site selection criteria your community will be utilizing (developer interest, community need, location, etc.).
  - ▶ Discuss your plan to offer subgrants and explain how you will incorporate the four considerations into your site selection process.



# Ranking Criteria - RLF

## **C – Business Plan (24 Points)**

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- Question 4 – Useful Tips
  - ▶ Describe the personnel who will work on your program.
    - ✓ If using your own staff – describe their qualifications and/or attach resumes.
    - ✓ If using other departments and/or agencies – describe their qualifications, your relationship with them, and who will do what.
  - ▶ Describe your organization and how it will fulfill the financial, legal and record keeping requirements.

# Ranking Criteria - RLF

## **C – Business Plan (24 Points)**

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- Question 4 – Useful Tips
  - ▶ Explain how you will ensure safe cleanups and prudent lending practices.
  - ▶ Describe any outside help (other organizations or contractors) you will use to manage your RLF program.



# Ranking Criteria - RLF

## H – Leveraging (12 Points)

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- Question 1 – Useful Tips
  - ▶ Explain how you will acquire and maintain the staff and/or outside assistance you described in Ranking Criteria C - Question 4.
- Question 2 & 3 – Same as Cleanup Ranking Criteria G, Questions 1 & 2.
- Useful Tips
  - ▶ Describe any and all other sources of funds including borrower/subgrant recipient resources.

# Ranking Criteria - RLF

## I – Programmatic Capability **(15 Points)**

---

- Question 1 – Useful Tips
  - ▶ Use this criteria to identify key staff who will manage your RLF program.
  - ▶ Explain your relationship with any institution or individual from which or from whom you will acquire services for fund management and/or environmental expertise.
  - ▶ Describe the type of agreement you will use (contract or subgrant) to attain these services.
  - ▶ **This question is worth 7 points.**
  - ▶ Questions 2 - 5 – Same as Cleanup Ranking Criteria H.
  - ▶ **These questions are 2 points each.**

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# Questions & Answers

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# Good Luck!





# Acronyms

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<b>B&amp;W</b>	Black & White
<b>CERCLA</b>	Comprehensive Environmental Response, Compensation and Liability Act
<b>ESA</b>	Environmental Site Assessment
<b>EZ/EC</b>	Empowerment Zone/Enterprise Community
<b>FWPCA</b>	Federal Water Pollution Control Act

<b>FY</b>	Fiscal Year
<b>HQ</b>	Headquarters
<b>HUD</b>	Department of Housing and Urban Development
<b>LUST</b>	Leaking Underground Storage Tank
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>NPL</b>	National Priorities List
<b>OPA</b>	Oil Pollution Act
<b>OMB</b>	Office of Management & Budget

# Acronyms

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<b>OSC</b>	On Scene Coordinator
<b>PCB</b>	Polychlorinated Biphenyls
<b>PRP</b>	Potentially Responsible Party
<b>RCRA</b>	Resource Conservation and Recovery Act
<b>RLF</b>	Revolving Loan Fund
<b>SWDA</b>	Solid Waste Disposal Act

<b>TBA</b>	Targeted Brownfields Assessment
<b>TIF</b>	Tax Increment Financing
<b>TSCA</b>	Toxic Substances Control Act
<b>USEPA</b>	United States Environmental Protection Agency
<b>UST</b>	Underground Storage Tank
<b>VCP</b>	Voluntary Cleanup Program
<b>VOC</b>	Volatile Organic Compound